

**California Army National Guard
Army Division, G1
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PERSONNEL POLICY BULLETIN – ELECTRONIC EDITION

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Expiration Date: Indefinite

CAAD-G1-YRRP

01 January 2010

Yellow Ribbon Reintegration Program Invitational Travel Orders

1. References:

- a. OPOD 2009-134-01 California Yellow Ribbon Program dated 141200MAY2009.
- b. Directive Type Memorandum (DTM) 08-029, "Implementation of the Yellow Ribbon Reintegration Program.
- c. National Guard Bureau memorandum, "Acceptance of Volunteer Services in Support of the National Guard Family Program" (J1-06-022).
- d. "Army National Guard Yellow Ribbon Budget and Planning Guidance" Version 1.1. Dated 9 Sept 08.
- e. National Guard Bureau memorandum, "National Guard Bureau Policy and Implementation Guidance for the Department of Defense Yellow Ribbon Reintegration Program." Undated.

2. ITO Eligibility:

a. Soldiers may invite two Family members per family designated event to be placed on Invitational Travel Orders. Additional Family members may be invited but will not be eligible for an ITO. "Families" and "Family members" include spouse, children (over the age of 13), siblings, significant others, and parents for purposes of ITOs. The term "parents" refers to biological or adoptive mothers and fathers, stepparents, and persons who stood in *loco parentis* to the Soldier for a period of not less than one year immediately before the Soldier entered the Army.

b. Travel time is based from home of record zip code to the event location zip code. Qualifications for ITOs by personally owned vehicle (POV) are as follows:

(1) Greater than 50 miles one-way qualifies for 1 day orders, no overnight accommodations.

(2) Greater than 2 hours travel time and/or 100 miles one-way qualifies for 2 day orders, one night accommodations.

(3) Greater than 4 hours travel time or greater than 300 miles one-way qualifies for 3 day orders, two night accommodations.

c. Flights are determined on a case-by-case basis. Family members traveling greater than 4 hours or 300 miles one-way may request air travel. Both travel by air and travel by POV will be evaluated and the method selected will be the one most cost effective to the government. Three day/two night orders are available for Family members traveling by air. One child under the age of 13 may fly under the parents ITO.

d. Invitational Travel Orders are only available during "family designated" events. A family designated event is defined as any event where Family members are invited to attend. Yellow Ribbon Events 3-7 are considered family designated events.

3. Family Readiness Volunteers:

a. Commanders may authorize ITOs for statutory volunteers per family designated event. Statutory Volunteers are those volunteers who serve in an official capacity and seek credit for their volunteer hours in direct support of National Guard Family Programs. Statutory volunteers must have a job description outlining the qualifications for the volunteer position's roles and responsibility, identification of the position's supervisor, required training to be received, and the estimated number of hours required per month. Statutory volunteers must complete the minimum training requirements and must sign a DA Form 4162. Statutory volunteers may be placed on an Invitational Travel Orders when they are acting in a capacity that is related directly to, or in conjunction with, their job description. A sliding scale will be used to determine the number of Statutory Volunteers eligible for each event.

(1) A unit MOB CAP of 1 – 249 personnel will be authorized 2 statutory volunteers per family designated event.

(2) A unit MOB CAP of 250 – 499 personnel will be authorized 4 statutory volunteers per family designated event.

(3) A unit MOB CAP of greater than 500 personnel will be authorized 6 statutory volunteers per family designated event

b. Gratuitous volunteers are volunteers who offer to help support meetings, events, and activities without any expectation of compensation and who do not wish to serve in an official capacity. Gratuitous volunteers are not covered by 10 U.S.C. subsections 1588 and are not afforded the benefits of statutory volunteers. Gratuitous volunteers do not require a formal job description and are not authorized ITOs.

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4. Reimbursable/non-reimbursable expenses:

a. Reimbursable Expenses include, but are not limited to: lodging, mileage, and meals.

(1) Lodging is limited to the government rate for the event location. Family members will list the lodging base rate in block 15e and hotel tax separately in block 18a-d on DA Form 1351-2. Only one night of lodging for two day travel orders, two nights lodging for three day travel orders. Hotel receipts must be in the name of the Family member requesting reimbursement and must reflect a \$0 balance. Internet print outs are not valid hotel receipts and cannot be accepted.

(2) Mileage is calculated based on the home of record zip code to the event location zip code. The expectation is that Family members should travel together. Individuals who live within 50 miles (one way) from the training location are not eligible for ITOs. Each ITO is limited to one round-trip mileage and appropriate travel entitlements per the Joint Travel Regulation (JTR). Fuel receipts are not necessary for claiming mileage reimbursement.

(3) Meals are reimbursed at the government per diem rate based on the event location. Yellow Ribbon events which provide meals will be deducted as a reimbursable expense. Food receipts are not necessary for claiming meal reimbursement.

b. Non-reimbursable expenses include, but are not limited to: parking, laundry, tips, pet boarding, haircuts, internet services, movies, and long distant phone calls.

5. All air travel must be preapproved by Yellow Ribbon Staff. Family members living over four hours from the event location may travel by air. ITOs will be generated and sent to Carlson Wagonlit by the Yellow Ribbon Staff. Family members are responsible for coordinating their travel thru Carlson Wagonlit. Family members should not coordinate and purchase their own travel through a commercial vendor. In the event a Family member purchases their own ticket they may claim it on their DA 1351-2 and reimbursement will be determined by USPFO. Flights outside the continental U.S. (OCONUS) are not authorized. If air travel is authorized and the Family member decides to travel by POV they will only be reimbursed the constructive cost of a commercial ticket.

6. Family members must register on the Yellow Ribbon website. Registration website is: <http://www.calguard.ca.gov/g1/YRRP/Pages/Registration.aspx>. Family members should list all dependents traveling under the travel order and their ages. Social Security Numbers are required for producing ITOs. SSNs must be of the Family member requesting the ITO. All Family members attending Yellow Ribbon Events are required to sign in at the start of the event and attend the entire event. At the end of the event ITOs will be issued along with a "How To" packet explaining the process and procedures for

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requesting travel reimbursement. The packet will include an address to Joint Forces Headquarters Yellow Ribbon Program. Travel vouchers should not be sent directly to USPFO. Family members who do not register/sign in or do not attend the entire event will not be eligible for ITOs and their orders will be revoked.

7. By exception, onsite registration is available for Family members who are not able to register on-line or fail to provide complete information. An Invitation Travel Order request form can be filled out and turned in no later than the end of the event. ITO request forms turned in after the event will not be accepted.


8. Yellow Ribbon Staff will determine ITO eligibility and submit a request for travel orders thru AFCOS. Yellow Ribbon is responsible for producing travel orders and will hand carry orders to the event. If it is determined that a Family member does not qualify for an ITO, a Yellow Ribbon Representative will contact that Family member prior to the event. Upon completion of the event, Family members will receive their ITO. During the event Yellow Ribbon will conduct a 10-minute brief to discuss the process for claiming travel reimbursement. Yellow Ribbon Staff will remain after each event to assist Family members in filing out the DA 1351-2.

9. Travel Vouchers should be filed within 5-days of the event. Upon receiving the travel voucher, yellow ribbon staff will review it and forward to USPFO. Records are kept for 5-years.

10. Family members who do not have a social security number can still receive ITOs. Direct coordination between the Family member and a Yellow Ribbon Staff member is required.

11. This personnel policy bulletin will go into effect 01 January 2010 and will remain in effect until rescinded or superseded.

12. Point of contact for this policy is CPT Angela Delwiche at 916-854-3353 or angela.delwiche@us.army.mil.


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